



TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- ☒ Public Works/Engineering
- ☒ Building
- ☐ Title Company
- ☒ Town Attorney
- ☒ Police

Joint Town/County

- ☒ Parks and Recreation
- ☒ Pathways
- ☒ Joint Housing Dept

Teton County

- ☐ Planning Division

- ☐ Engineer
- ☐ Surveyor- *Nelson*
- ☐ Assessor
- ☐ Clerk and Recorder
- ☐ Road and Levee

State of Wyoming

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game and Fish
- ☐ DEQ

Federal Agencies

- ☐ Army Corp of Engineers

Utility Providers

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☒ START
- ☒ Jackson Hole Fire/EMS
- ☐ Irrigation Company

<p>Date: October 6, 2023</p> <p>Item #: P23-179</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Owner Eclipse JH, LLC PO Box 991 Jackson, WY 83001</p> <p>Applicant Serenity Development 1180 Gregory Lane Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit for Retail use for the property located at 175 S Glenwood St. #102 PIDN: 22-41-16-33-1-75-cnd</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Please respond by: October 26, 2023 (with Comments)</p>	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: UNIT 102 BUILD-OUT
Physical Address: 175 S GLENWOOD ST, UNIT 102 JACKSON, WY
Lot, Subdivision: 11-12, BLK-2, WORT-2 PIDN: 22-41-16-33-1-75-cnd

PROPERTY OWNER.

Name: ECLIPSE JH LLC Phone: 307-699-2320
Mailing Address: PO Box 991, Jackson, WY ZIP: 83001
E-mail: karen@cnoteoffice.com

APPLICANT/AGENT.

Name: SERENITY DEVELOPMENT MGMT Phone: 310-844-8594
Mailing Address: 1180 GREGORY LN ZIP: 83002
E-mail: KEVIN@SERENITYINC.COM

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

☒ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

X **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

X **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Development Plan P18156 previously mitigated retail suits for parking at retail rate + housing mitigation

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Kevin Treinen
Signature of Property Owner or Authorized Applicant/Agent
Kevin Treinen
Name Printed

10/3/2023
Date
Project Manager
Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date: 10/3/2023

LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Eclipse JH LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 175 S Glenwood St, Unit 102 Jackson, WY

Legal Description: Lots 11-12, BLK-2, WORT-2

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Serenity Development Mgmt

Mailing address of Applicant/agent: 1180 Gregory Ln, Jackson WY 83002

Email address of Applicant/agent: kevin@serenityinc.com

Phone Number of Applicant/agent: 310-844-8594

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application ☐ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Demolition Permit
☒ Other (describe) Planning Permit Application

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

Owner, Eclipse, LLC

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)



The foregoing instrument was acknowledged before me by NOA STARYK this 4 day of October. WITNESS my hand and official seal.

Kelli L Hardwick
Notary Public

My commission expires: 2/16/28

Project Narrative – 175 S. Glenwood St. Unit 102

Hi Katelyn,

Please see attached housing mitigation form.

The proposed use for suite 102 located at 175 S Glenwood St will be a retail clothing store. The space is currently a in warm shell condition and only requires adding additional lighting. This project is new construction in CR-1 zoning and should have already been reviewed commercial retail use during development.

Thanks,

Kevin Treinen

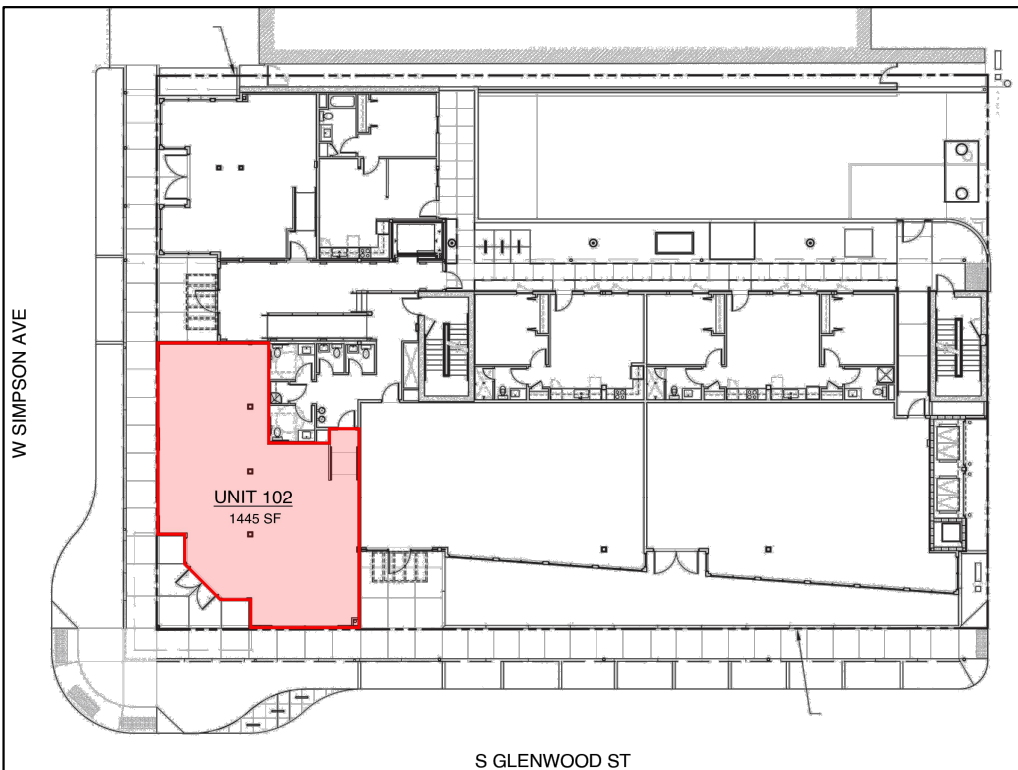

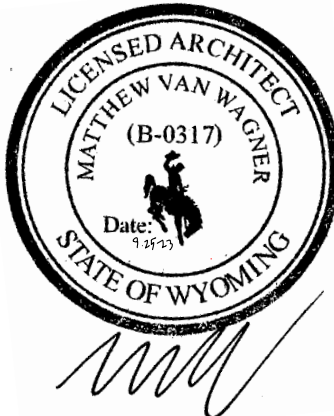
Serenity, Inc

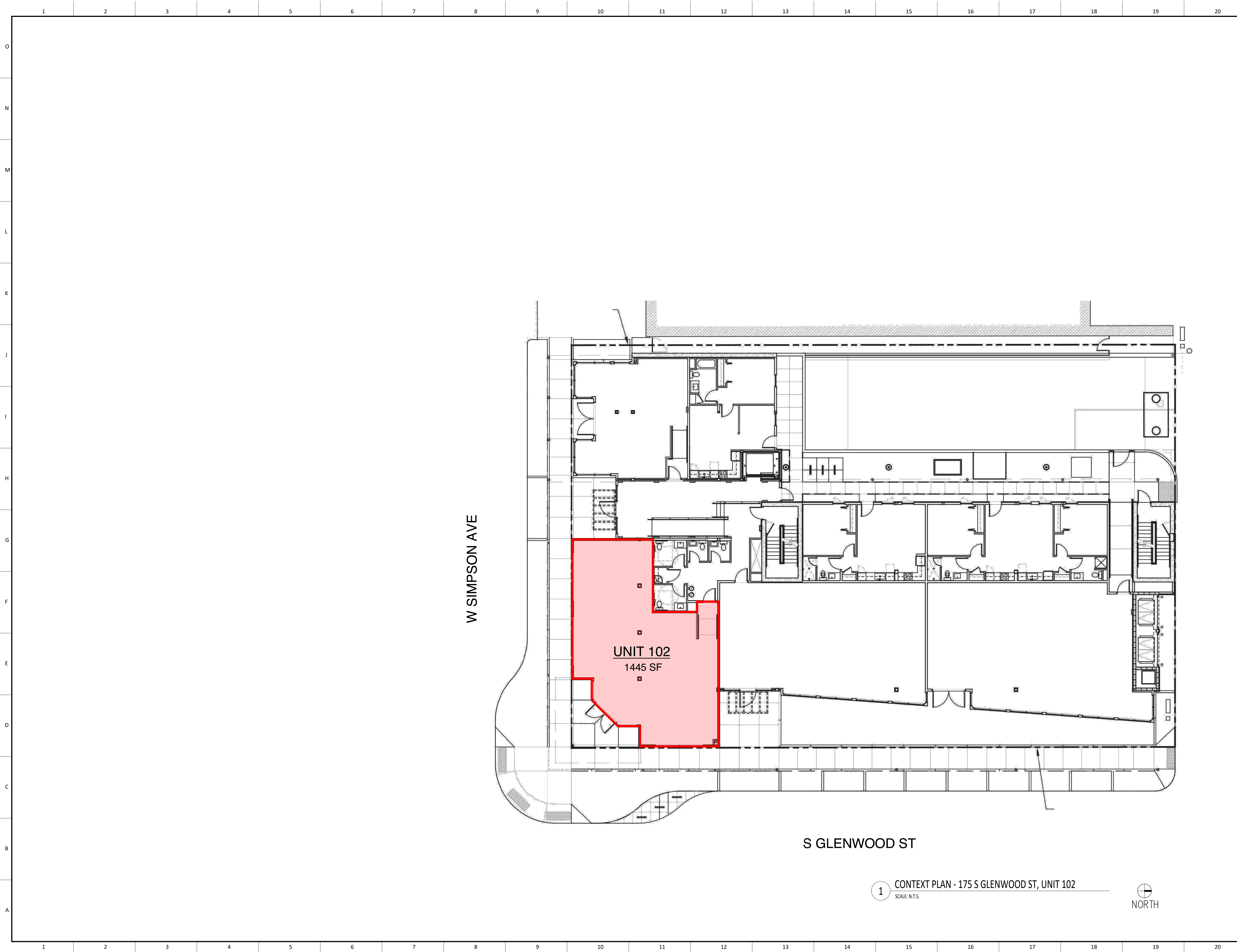
UNIT 102 BUILD-OUT

175 S GLENWOOD ST, UNIT 102 JACKSON, WY

ISSUED FOR PERMIT

9.25.2023

SCOPE OF WORK		ZONING ANALYSIS		PROJECT DATA		APPLICABLE CODES BY JURISDICTION	
1. RETAIL SPACE BUILD-OUT IN EXISTING BUILDING - ALL WORK IS INTERIOR - NO STRUCTURAL WORK IS PROPOSED		LEGAL DESCRIPTION:		STORIES: 1 INTERIOR FLOOR AREA: 1,445 SF OCCUPANCY: RETAIL		ZONING CODE TETON COUNTY LAND DEVELOPMENT REGULATIONS, LATEST EDITION	
		LOTS 11-12, BLK-2, WORT-2 PIDN 22-41-16-33-1-75-cnd		SPRINKLERS: YES (EXISTING NOT TO BE DISTURBED)		BUILDING CODE 2021 IBC WITH LOCAL AMENDMENTS, LATEST EDITION ENERGY CODE 2021 IECC WITH LOCAL AMENDMENTS MECHANICAL CODE 2021 IMC WITH LOCAL AMENDMENTS ELECTRICAL CODE 2021 NEC WITH LOCAL AMENDMENTS PLUMBING CODE 2021 IPC WITH LOCAL AMENDMENTS ACCESSIBILITY CODE 2009 ICC A117.1 FIRE PROTECTION CODE 2021 IFC WITH LOCAL AMENDMENTS WILDLIFE 2021 ICC WUIC	
<div>GENERAL NOTES:</div> <div>1. ALL DIMENSIONS ARE TO GRIDLINES OR OUTSIDE OF FRAMING/STRUCTURE UNLESS OTHERWISE NOTED</div> <div>2. DO NOT SCALE THE DRAWINGS</div> <div>3. ALL EXISTING FIELD CONDITIONS TO BE VERIFIED BY GC PRIOR TO WORK</div> <div>ENERGY CODE INFORMATION:</div> <div>THE BUILDING ENVELOPE HAS BEEN PREVIOUSLY APPROVED AND IS COMPLETE - NO WORK PROPOSED HAS ANY AFFECT ON THE ENERGY PERFORMANCE OF THE BUILDING (ALL WORK IS INTERIOR)</div> <div>PROJECT CONTEXT (175 S GLENWOOD ST):</div> <div></div>				DRAWING SHEET INDEX			
				COVER SHEET			
				A0.00 CONTEXT PLAN			
				A1.00 FLOOR PLAN			
A1.10 RCP W/MECH							
E1.00 ELECTRICAL PLAN							
G1.00 ACCESSIBILITY NOTES							
AREA MAP		PROJECT TEAM MEMBERS				PROFESSIONAL CERTIFICATIONS	
		OWNER ECLIPSE JH LLC PO XXXX JACKSON, WY 83001				<div>ARCHITECT'S STATEMENT</div> <div>THIS IS TO CERTIFY THAT I HAVE PREPARED THESE PLANS AND TO THE BEST OF MY KNOWLEDGE CONFORM TO LOCAL BUILDING CODE REQUIREMENTS</div> <div></div>	
		GENERAL CONTRACTOR SERENITY, INC PO 7122 JACKSON, WY 83002					
		ARCHITECT REPLY DESIGN PO 4551 JACKSON, WY 83001					
		reply design					



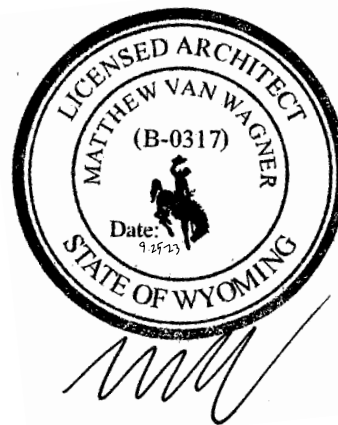
reply design

PO 4551
Jackson, WY 83001
603.557.6587

2023 Reply Design LLC - All rights reserved. Any discrepancies shall be reported immediately to the Architect before proceeding. Only figured dimensions should be used. Contractors and fabricators to verify all dimensions on site prior to beginning work.

[illegible]

PROFESSIONAL SEAL



UNIT 102 BUILD-OUT

175 S GLENWOOD ST, UNIT 102
JACKSON, WY

2307	Project No.
MVW	Drawn By

Discipline	Drawing No.
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A	0.00
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Drawing Name

CONTEXT PLAN

FLOOR PLAN



TYPE OF USE		MANEUVERING CLEARANCES AT MANUAL SWINGING DOORS	
Approach Direction	Door Side	Perpendicular to Doorway	Parallel to Doorway (beyond latch unless noted)
From front	Pull	60 inches (1525 mm)	18 inches (455 mm)
From front	Push	48 inches (1220 mm)	0 inches (0 mm) ³
From hinge side	Pull	60 inches (1525 mm)	36 inches (915 mm)
From hinge side	Pull	54 inches (1370 mm)	42 inches (1065 mm)
From hinge side	Push	42 inches (1065 mm) ¹	22 inches (560 mm) ^{3 & 4}
From latch side	Push	48 inches (1220 mm) ²	24 inches (610 mm)
From latch side	Push	42 inches (1065 mm) ²	24 inches (610 mm)

-
- FIGURE 305.3.1 SIZE OF CLEAR FLOOR SPACE - NEW BUILDINGS**

FIGURE 305.3.1 SIZE OF CLEAR FLOOR SPACE - NEW BUILDINGS



Fig. 305.5 Position of Clear Floor Space



Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Retail	0.000216*sf	0	1445	1	0.312
Existing Workforce Housing Credit					0.312

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Retail	0.000216*sf	0	1445	1	0.312

Affordable Workforce Housing Required:

0.000 units

Fee-in-Lieu Amount: \$

-

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).